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FAX REQUEST FORM
INSTRUCTIONS

Requests for three articles can be placed on each FAX Request Form. Please follow the instructions below when completing this form.

1. Date of Request - Enter the date that the request is being sent.

2. Identification of Requester - Enter Librarian's name, name of Library, city/town, the FAX telephone number, and the telephone where the Librarian can be reached. It is suggested that you type in all this information on a master and then make photocopies from it. This alleviates the necessity of writing in this information each time a request is sent.

3. Article Citation - For each article requested, the following information must be provided

   PERIODICAL TITLE - Name of the Periodical

   DATE - Month, Day and Year of the issue of the periodical which contains the requested article

   PAGE(S) - The page(s) the article is on in the issue of the periodical. Note - NOT the length of the article but the exact page(s) where the the article appears. If the periodical index only provides the first page number followed in parentheses by the total number of pages, provide this information in the same format on the form.

   TITLE OF ARTICLE - Enter complete title of the article. Sometimes the subject heading assigned to an article is listed here instead of the title. This may occur when a student has completed the form. It is important to list the title.

   The following information is not mandatory but will prove helpful in locating the requested article if the date, pages and/or title of the article are incorrect.

   Vol. and No. - Enter the volume and the number of the issue of the periodical

   Author(s) of Article - Enter the author(s) of the article

4.   Additional Information

Patron- (Optional) This is for the use of the requesting library. The name of the patron or student who requested the article may be placed in this space.

Send Via E-Mail - If a library would like a text copy of an article sent via e-mail, this box should be checked and the library's e-mail address entered. **Please note:** Not all copies of articles can be sent in this format. If an article cannot be sent via e-mail, it will be sent via FAX.

Send Via Van -For those libraries receiving van service, if the article is lengthy, or a large quantity of articles are being requested at one time, the requesting library may chose to receive the copies of the article via the van delivery service. The library may wish to consider this option when the patron is going to pickup the copies of the articles the next day and the library receives a van delivery service the next day. This is optional and the requesting library makes this choice.

5.   **Total Number of Pages Being Sent** - Please indicate the total number of pages (i.e. the number of request forms and not the number of articles that are being requested) that are being transmitted at one time. This should be placed in the space provided in the lower right hand corner of the form.

Transmissions Problems - If the requesting library has problems sending or receiving FAX transmissions, please call the Circulation Desk at the State Library (**271-2616**)